

INVITATION FOR BIDS

***SUPERIOR COURT OF CALIFORNIA
COUNTY OF IMPERIAL***

REGARDING:

PRINTED PRODUCTS R1516-06

BIDS DUE:

Tuesday, May 3, 2016 NO LATER THAN 4:00 P.M. PACIFIC TIME

1.0 BACKGROUND INFORMATION

The Superior Court of California, County of Imperial (hereafter referred to as “Court”) is in need of various printed products. During the last 18 months, the following quantities were ordered:

Item	Quantity	Item	Quantity
Return Envelopes	40,000	Jury Summons	75,000
Business cards	4,000	Window Envelopes	366,250
Confidential Envelopes	14,000	Bottom Flap Envelopes	75,000
Non-Window Envelopes	32,000		
		Total	606,250

(Note: For reference only, there is no guarantee of set number to be ordered/used.)

The Court will post all correspondence related to this IFB on its public website at www.imperial.courts.ca.gov (on home page scroll down to header Quick Links and select “RFP’s”). It is respondents responsibility to check the website for updates and changes.

2.0 TIMELINE FOR THIS IFB

The Court has developed the following list of key events related to this IFB. All dates are subject to change at the discretion of the Court.

EVENT	DATE
IFB issued	<i>April 6, 2016</i>
Deadline for questions to elsa.rodriquez@imperial.courts.ca.gov	<i>Thursday, April 28, 2016 4:00 p.m.</i>
Questions and answers posted	<i>April 29, 2016</i>
Latest date and time bids may be submitted	<i>Tuesday, May 3, 2016 4:00 p.m.</i>
Bids publicly opened 1625 W. Main St, 2 nd floor lobby El Centro, CA 92243	<i>Wednesday, May 4, 2016 2:00 p.m.</i>
Notice of Intent to Award (<i>estimate only</i>)	<i>May 18, 2016</i>
Contract start date (<i>estimate only</i>)	<i>July 1, 2016</i>
Contract end date (<i>estimate only</i>)	<i>June 30, 2019 Plus option to extend 2 years</i>

3.0 IFB ATTACHMENTS

The following attachments are included as part of this IFB:

ATTACHMENT	DESCRIPTION
Attachment 1: Administrative Rules Governing IFBs (Non-IT Goods)	These rules govern this solicitation.
Attachment 2: Court Standard Terms and Conditions	If selected, the person or entity submitting a bid (“Bidder”) must sign a Court Standard Form agreement containing these terms and conditions (the “Terms and Conditions”).
Attachment 3: Bidder’s Acceptance of Terms and Conditions	On this form, the Bidder must indicate acceptance of the Terms and Conditions or identify exceptions to the Terms and Conditions. Note: A material exception to the Terms and Conditions (addition, deletion, or other modification) will render a bid non-responsive.
Attachment 4: General Certifications Form	Bidder must complete the General Certifications Form and submit the completed form with its proposal.
Attachment 5: Darfur Contracting Act Certification	Bidder must complete the Darfur Contracting Act Certification and submit the completed certification with its bid.
Attachment 6 Payee Data Record Form	This form contains information the Court requires in order to process payments and must be submitted with the bid.
Attachment 7: Scope of Work	This describes the goods/services needed. It will also become Appendix A-1 of the Standard Agreement.
Attachment 8: Samples	Images of printed materials currently used, provided as a visual aid
Attachment 9: Cost Proposal	This form must be completed and submitted to the Court in a single sealed envelope, separate from the technical proposal

4.0 SUBMISSIONS OF BIDS

- 4.1 Bids should provide straightforward, concise information that satisfies the requirements of the “Bid Contents” section below. Expensive bindings, color displays, and the like are not necessary or desired. Emphasis should be placed on conformity to the IFB’s instructions and requirements, and completeness and clarity of content.
- 4.2 The Bidder must submit its bid in two parts, the non-cost information and the cost information.

- a. The Bidder must submit **one (1) original and three (3) copies** of the non-cost information. The original must be signed by an authorized representative of the Bidder. The non-cost information (including all copies thereof) must be submitted to the Court in a single sealed envelope, separate from the cost information. The Bidder must write the IFB title and number on the outside of the sealed envelope.
- b. The Bidder must submit **one (1) original and three (3) copies** of the cost information. The original must be signed by an authorized representative of the Bidder. The cost information (including all copies thereof) must be submitted to the Court in a single sealed envelope, separate from the non-cost information. The Bidder must write the IFB title and number on the outside of the sealed envelope.

- 4.3 Bids must be delivered by the date and time listed on the coversheet of this IFB to:

Elsa Rodriguez – R1516-06
Mailroom: DO NOT OPEN
Superior Court of California, County of Imperial
1625 W. Main Street, Ste. 200
El Centro, CA 92243

- 4.4 Late bids will not be accepted.
- 4.5 Only written bids will be accepted. Bids must be sent by registered or certified mail, courier service (e.g. FedEx), or delivered by hand. Bids may not be transmitted by fax or email.

5.0 BID CONTENTS

5.1 Non-Cost Information. The following must be included in the non-cost information. A bid lacking any of the following may be deemed non-responsive.

- a. **Contact:** Name, title, address, telephone number, and email address of the individual who will act as Bidder's designated representative for purposes of this IFB.
- b. **References:** Names, addresses, and telephone numbers of a minimum of four (4) clients for whom the Bidder has provided similar goods. The Court may check references listed by Bidder. Prior work performed for the Court will be included as a Reference during evaluation.
- c. **Specs:** The specifications are listed in the Scope of Work. Any variation from this standard must be described in the IFB response.

- d. **Attachment 3:** Complete and sign Acceptance of the Terms and Conditions. See instructions on form. A material exception to the Terms and Conditions (addition, deletion, or other modification) will render a bid non-responsive.
- e. **Attachment 4:** General Certifications. See instructions on form. Complete and sign form.
- f. **Attachment 5:** Bidder must complete the Darfur Contracting Act Certification and submit the completed certification with its bid.
- g. **Attachment 6:** Payee Data Record. Complete and sign form. Note that if Bidder is a sole proprietor using his or her social security number, the social security number will be required before finalizing a contract.
- h. **Sellers:** Bidder must submit with its bid, for itself and each of its affiliates that make sales for delivery into California, a copy of either (a) a California seller's permit issued under Revenue and Taxation Code section 6066 et seq. or (b) a certificate of registration issued under Revenue and Taxation Code section 6226.

5.2 Cost Information. Complete and submit **Attachment 9.**

NOTE: It is unlawful for any person engaged in business within this state to sell or use any article or product as a “loss leader” as defined in Section 17030 of the Business and Professions Code.

5.3 Requirements after award.

- a. **Insurance:** Proof of insurance must be provided upon award. See Attachment 2, Agreement, Appendix C, General Provisions, Section 3.
- b. **Good standing:** If (i) Bidder is a corporation, limited liability company or limited partnership, and (ii) the agreement resulting from this IFB will be performed in California, Bidder must be in good standing and qualified to conduct business in California. Bidder is to provide entity name and number; the Court may check the California Secretary of State website to confirm status.
- c. **PCRC:** Unless otherwise waived as noted below, the Court requires all Vendors to certify in writing, under penalty of perjury, the percentage of recycled content in the products, materials, goods, or supplies offered or sold to the Court (PCC 12205). This requirement applies even if the product contains no recycled material. To access the Postconsumer-Content Certification form (CIWMB 74), www.calrecycle.ca.gov/buyrecycled/stateagency/Forms/CIWMB074.doc.

This certification can be waived if the postconsumer recycled content can be verified by other written means such as product label, packaging, catalog, manufacturer/Vendor website, product advertisement.

- d. **Proofs:** Bidder shall supply Court with a proof for each type of requested printed item before production begins. The Court will review, make any necessary change and have final authority over all printed materials.

6.0 OFFER PERIOD

A Bidder's bid is an irrevocable offer for ninety (90) days following the bid due date. In the event a final contract has not been awarded within this period, the Court reserves the right to negotiate extensions to this period.

7.0 EVALUATION OF BIDS

The bids will be publicly opened at *time and place noted in Section 2.0, Timeline for this IFB.*

The Court will evaluate the bids as described in the Administrative Rules. Award, if made, will be to the lowest responsible bidder meeting specifications. The Court reserves the right to award the contract in whole or in part.

The Court may conduct interviews with Bidders to clarify aspects of their bids. The interviews may be conducted in person or by phone. If conducted in person, interviews will likely be held at the Court's offices. The Court will not reimburse Bidders for any costs incurred in traveling to or from the interview location. The Court will notify eligible Bidders regarding interview arrangements.

If a contract will be awarded, the Court will post an intent to award notice at www.imperial.courts.ca.gov (on home page scroll down to header Quick Links and select "RFP's").

8.0 CONFIDENTIAL OR PROPRIETARY INFORMATION

One copy of each bid will be retained by the Court for official files and will become a public record. The Public Contract Code requires that bids be publicly opened and made available for public inspection. Accordingly, Bidder should not include confidential or proprietary information in its bid.

9.0 DISABLED VETERAN BUSINESS ENTERPRISE PARTICIPATION GOALS

The Court participates in a disabled veteran business enterprise participation goal. The policy is posted at www.imperial.courts.ca.gov.

10.0 PROTESTS

Any protests will be handled in accordance with the Court's protest policy posted at www.imperial.courts.ca.gov. Failure of a Proposer to comply with the protest procedures set forth in that chapter will render a protest inadequate and non-responsive, and will result in rejection of the protest.